



500.19 Criminal Intelligence Files

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POLICY

Criminal intelligence information shall be collected, analyzed, maintained, and disseminated in conformance to law and this policy and procedure. The Crime Analysis Unit shall evaluate information received from this agency and other jurisdictions. When a particular pattern or trend involving specific crimes, victims, suspects, or identified locations is discovered, it shall be compiled in a detailed manner and distributed to the appropriate divisions and investigative units.

PROCEDURE

A. Information Submission

1. Information may be submitted to the Intelligence Unit in various ways including, but not limited to, Offense Incident Reports, Field Interview Reports (FIR), lead sheets, intelligence submission forms, memoranda, telephone calls, social networking and media internet sites. Information that may be submitted to the section includes the following:
 - a. Organized crime, racketeering.
 - b. Motorcycle gangs, youth gangs, or traveling criminals.
 - c. Foreign and domestic terrorist activity.
 - d. All criminal extremist groups.
 - e. Protection of visiting dignitaries, monitoring all hate mail, and threats against public officials.
 - f. The illegal manufacture, possession and sale of narcotics.
 - g. The corruption of public officials.
 - h. Any other criminal activity.
2. Intelligence information believed to be highly sensitive should be delivered to the Analysis in person. Use of a land line telephone is also acceptable.
3. All information supplied to the Analysis Unit shall be subject to collation and analysis to determine its quality and accuracy, the identification of the subjects involved, and possible criminal activity. This process shall occur only in the secure environment of the Analysis Unit office.
4. Information involving officer safety shall have the highest priority. The Analysis Unit shall research and distribute information to all affected law enforcement components and outside agencies.

5. The Analysis Unit Supervisor or designee shall review all reports to ensure the information collected is limited to criminal conduct, and relates to activities that present a threat to the community.
6. All section members are responsible for ensuring the legality and integrity of the intelligence by avoiding indiscriminate collection or distribution of information, and by purging outdated information as prescribed by Florida State Statutes.

B. File Security

1. Access to agency intelligence files shall be limited to members of the Analysis Unit unless approved by the unit supervisor.
 - a. Physical Intelligence records (e.g. paper documents) shall be secured in a locked filing system in the Analysis Unit.
 - b. Digital intelligence records shall be password protected.
2. Individuals outside the Analysis Unit must request and obtain prior approval from the Analysis Unit Supervisor to review any intelligence file or information. Upon approval, the file may be reviewed in the presence of the Analysis Unit Supervisor.
3. Intelligence files shall not be removed from the Analysis Unit office without the approval of the Unit Supervisor, or his/her designee.
4. A log shall be maintained of information requested from the intelligence files. This log shall contain the name, agency or section, type of information requested, and the reason for the request. A copy of the request shall be placed in the designated file.
5. The Analysis Unit maintains intelligence information in a computer system. The system is protected against unauthorized attempts to access, modify, remove, or destroy stored information. Each authorized user is assigned a password.
6. Secured, restricted, and controlled access shall be maintained on the files of all informants to ensure their anonymity.
7. Access to the Analysis Unit shall be restricted to agency members and visitors unless Analysis Personnel are present.

C. Information Dissemination

1. Authorized representatives of law enforcement investigative agencies may request information from the Analysis Unit by verbal or written request. Under no circumstances shall any information contained in intelligence files be disseminated without the Analysis Unit Supervisor or designee's approval.
2. Criminal Intelligence suspected of being sensitive in nature shall only be released with the approval by the Chief Deputy or his/her designee.
3. Individuals requesting information must either be personally known or have their identity verified before any information is provided.
4. Intelligence file material copies shall be furnished only in extraordinary situations as determined by the Chief Deputy. The Analysis Unit member shall furnish a summary of the information requested, if approved by the section supervisor. A copy of this summary shall be placed in the appropriate intelligence file.
5. Files containing uncorroborated or unfounded information are subject to being purged. Information contained in such files may not be released in written form.
6. Information disseminated by the Analysis Unit is confidential and shall be marked as such. The recipient of the information shall not release the information to anyone outside their respective unit or division without the permission of the Analysis Unit Supervisor or designee.

7. Under certain circumstances, information maintained by the Analysis Unit, or originating from the unit and provided to a requestor, is exempt from disclosure under the Florida public records law. Therefore, intelligence information should not be released to any non-law enforcement agency or individual without the Sheriff or designee's prior consent.
8. Requests or demands for information contained in agency intelligence files from individuals not authorized to receive such information, or not having a legitimate need to know, shall be documented and brought to the immediate attention of the Chief Deputy.

D. Assistance to Operational Units

1. The Analysis Unit shall assist operational units by the continuous collection, analysis, and dissemination of information on individuals suspected of, or associated with, criminal activity. Information developed by the Analysis Unit that pertains to an active criminal investigation shall be supplied to the appropriate investigating unit.
2. All requests for the utilization of the Analysis Unit shall be directed in writing or verbally to the Analysis Unit Supervisor. Each request shall state the specific reason for the utilization. The Analysis Unit Supervisor shall evaluate the request, select the appropriate members, equipment, and techniques for the operation.

E. Records Maintenance

1. All intelligence records (e.g. physical and electronic) shall be segregated from the agency's Records Unit.
2. All intelligence records shall be maintained until obsolete or superseded, or their administrative value is exhausted, in accordance with Federal Regulation 28 Combined Federal Regulation (CFR) Part 23, and Policy 200.17, Records.
3. Intelligence files and reports shall be purged or destroyed only in accordance with agency policy, 28 CFR Part 23, and Florida statutes, and only with the consent of the Records Management Liaison Officer. No report or file shall be purged until careful consideration is given to the current value of the file.

DEFINITIONS

ACTIVE CRIMINAL INTELLIGENCE– Information concerning an identifiable person or group of persons collected by a criminal justice agency in an effort to anticipate, prevent, or monitor possible criminal activity. Such information is considered active as long as it is related to intelligence gathering conducted with a reasonable, good faith belief that it will lead to detection of ongoing or reasonably anticipated criminal activities.

CRIME ANALYSIS – The study of crime data and disorder problems that is used to assist law enforcement in criminal evaluation, apprehension, crime and disorder prevention and reduction.

CRIMINAL INTELLIGENCE – Information that is compiled, analyzed, and/or disseminated in an effort to anticipate, prevent, or monitor criminal activity.

ANALYSIS– A specialized unit specifically designated to maintain and collect information concerning suspected criminal activity occurring in or impacting Hendry County.

INTELLIGENCE FILE– A created number file that contains information about suspected ongoing criminal activity by an individual or individuals identified in the file.

RECORDS MANAGEMENT LIAISON OFFICER - The Records Unit Supervisor is responsible for managing the agency central records function to include: assisting and guiding the agency in establishing records management procedures; briefing appropriate personnel on records management changes; managing records storage; and ensuring the lawful disposal of records.

SUBMISSION – A memorandum, report, or other means of transmitting information concerning suspected criminal activity to the Analysis.

REFERENCES

State/Federal Regulations:

Florida Records General Schedule 2

28 Combined Federal Regulation 23

CFA:

CFA Standards 19.01M, 19.02M, and 26.02M

Forms:

None

Other Policy/ Procedure References:

200.17 Records